

On May 3, 2021, Governor Ducey rescinded Executive Order 2020-11, reinstating the requirement to search for work beginning May 23, 2021.

This means that in order to be eligible for unemployment benefits, all claimants must complete work search activities.

This guide provides instructions on how to enter your work search activities in Arizona's Pandemic Unemployment Assistance (PUA) Portal at <https://pua.azdes.gov/> for claimants receiving PUA benefits.

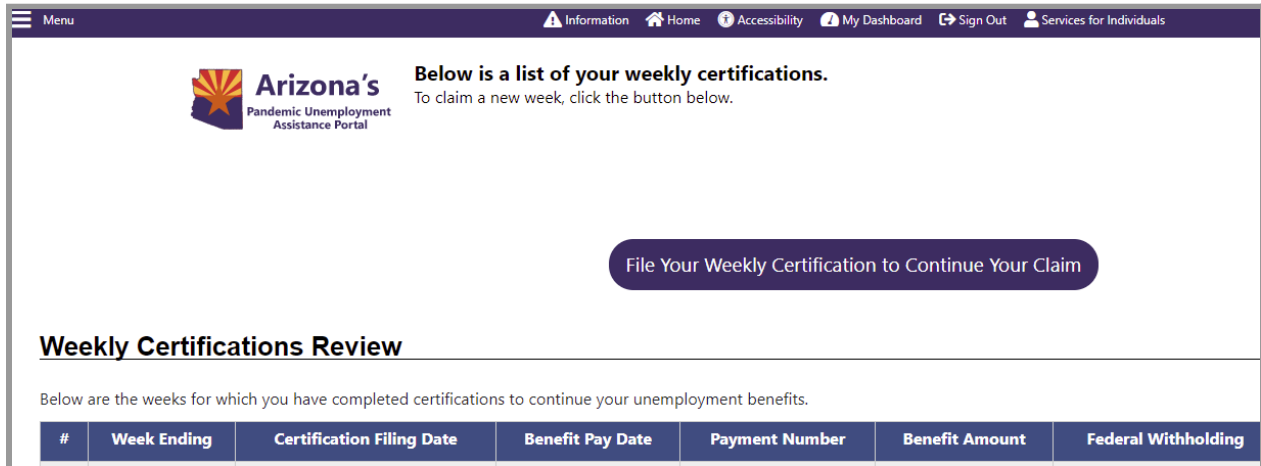
To be considered eligible to receive benefits with respect to any week, you must engage in a systematic and sustained effort to search for work:

- On at least 4 different days each week, AND
- Make at least 4 work search contacts each week.

DES understands that preparing for a return to the workforce often involves more than simply applying for a job, which is why the Department accepts a variety of work search activities to fulfill your weekly work search requirement. View the full list of approved work search activities at des.az.gov/work-search.

Logging Your Work Search Activities

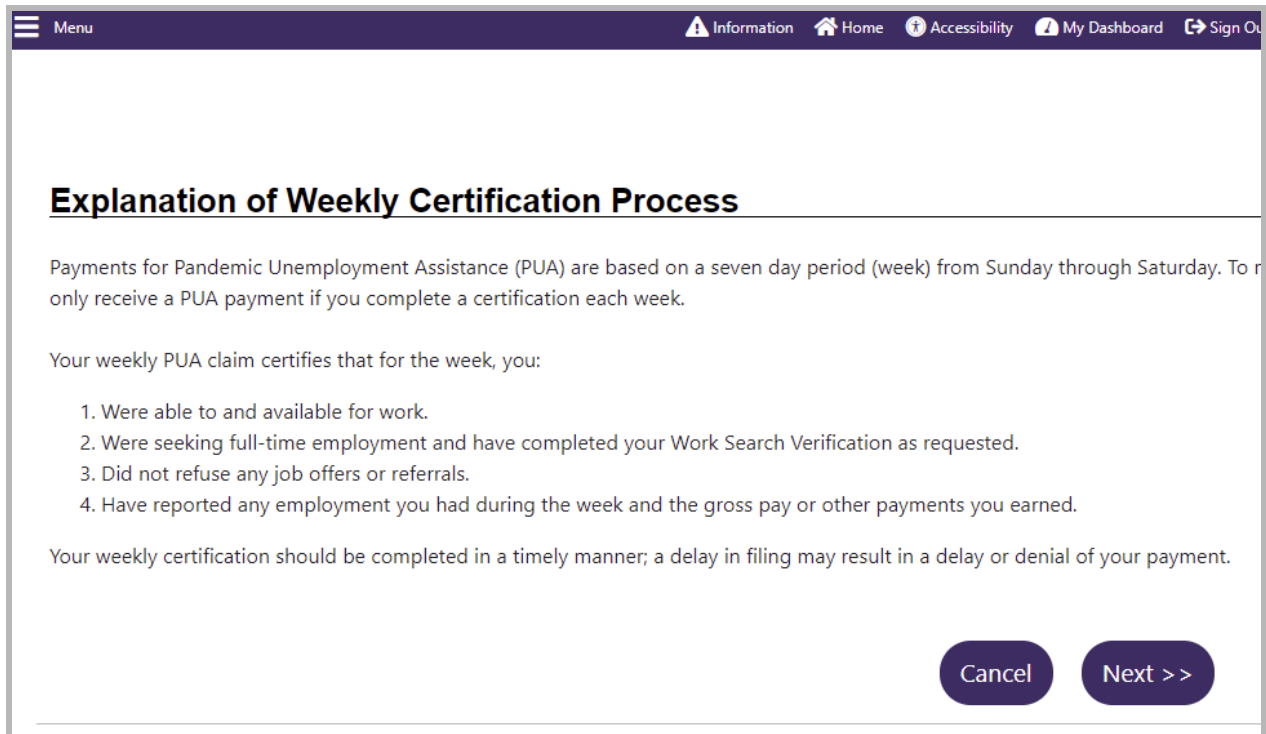
1. Login to the PUA weekly claims portal at <https://pua.azdes.gov/>, select “File a PUA Claim,” and sign in by entering your User Name and Password.
2. Click the “File Your Weekly Certification to Continue Your Claim” button (see figure below)



The screenshot shows the Arizona's Pandemic Unemployment Assistance Portal. At the top, there is a navigation bar with links: Menu, Information, Home, Accessibility, My Dashboard, Sign Out, and Services for Individuals. Below the navigation bar, the Arizona state logo is displayed next to the text "Arizona's Pandemic Unemployment Assistance Portal". To the right of the logo, it says "Below is a list of your weekly certifications. To claim a new week, click the button below." Below this text is a large purple button that reads "File Your Weekly Certification to Continue Your Claim". Below the button, there is a section titled "Weekly Certifications Review". Under this title, it says "Below are the weeks for which you have completed certifications to continue your unemployment benefits." Below this text is a table with the following columns: #, Week Ending, Certification Filing Date, Benefit Pay Date, Payment Number, Benefit Amount, and Federal Withholding.

#	Week Ending	Certification Filing Date	Benefit Pay Date	Payment Number	Benefit Amount	Federal Withholding
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3. Read the next two screens pertaining to work search and fraud, then click “Next” to enter your information related to your eligibility for benefits, as you normally would.



The screenshot shows the "Explanation of Weekly Certification Process" screen. At the top, there is a navigation bar with links: Menu, Information, Home, Accessibility, My Dashboard, and Sign Out. Below the navigation bar, the title "Explanation of Weekly Certification Process" is displayed. Below the title, it says "Payments for Pandemic Unemployment Assistance (PUA) are based on a seven day period (week) from Sunday through Saturday. To only receive a PUA payment if you complete a certification each week." Below this text, it says "Your weekly PUA claim certifies that for the week, you:" followed by a list of four requirements: 1. Were able to and available for work. 2. Were seeking full-time employment and have completed your Work Search Verification as requested. 3. Did not refuse any job offers or referrals. 4. Have reported any employment you had during the week and the gross pay or other payments you earned. Below the list, it says "Your weekly certification should be completed in a timely manner; a delay in filing may result in a delay or denial of your payment." At the bottom right of the screen, there are two buttons: "Cancel" and "Next >>".

OBEY THE LAW!

Answer all questions truthfully. Your answers become part of the record of your claim. You must report all earnings for the weeks in which you work - even if you through computer cross matching programs. If you fail to report wages or otherwise make false statements about your eligibility, you could be disqualified from payments plus penalties, and potentially face criminal prosecution. The Arizona Department of Economic Security conducts a random audit of a sample of claims.

Any person who knowingly makes a false statement or representation believing it to be false or who knowingly fails to disclose a material fact in order to obtain another person, or under an employment security law of another state, the federal government or a foreign government, is guilty of a class 6 felony. Each such fact shall constitute a separate offense.

By filing this claim you acknowledge that you have read the [Pandemic Unemployment Assistance Handbook](#) which includes information about your rights under and instructions in the Guide.

☒ I have read and understand the information regarding potential fraud penalties.

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- Next, you'll see a screen called, **"Your Recorded Job Contacts"** where you will indicate if you searched for work that week by selecting either "yes" or "no" (see figure below).

Weekly Certification Filing Process

Explanation Eligibility Job Contacts Job Offers Earnings

Your Recorded Job Contacts

* Des, did you make any job contacts in the week beginning Sunday, May 16, 2021 and ending Saturday, May 22, 2021? ☐ Yes ☐ No

You must make at least **4 job contacts** on **4 different days** of the week and record them here. If not, you could be **disqualified from receiving unemployment benefits** received. You will not have the opportunity to modify your answers once finally submitted.

Please note that this information may be crossed checked with employer records.

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- On the next screen, you will have the opportunity to enter the details of the work search activities you performed.

NOTE: See the "Other Work Search Activities and Online Events" section in this guide for information about how to enter activities outside of applying for a job.

In the “**Employer Information**” section, enter the name and address of the employer you contacted.

Employer Information

*

Employer:

*

Address of Record:

*

Zip:

*

City:

*

State:

Arizona

In the “**Contact Information**” section, enter the information of the representative with whom you made contact.

Contact Information

Initial Contact Method:

None Selected

Contact Title:

Contact First Name:

Contact Last Name:

Contact Phone:

-

-

Contact E-mail:

Contact Website:

If online, include site name

In the “**Job Title**” section, enter the position you applied for or would like to obtain.

Job Title

Job Title

Please enter a job title below for this offline job application. As you are entering the job title, you may see a list of common job titles similar to what you are entering. If you see your job title in the list, select it.

*

Job Title

Fill out the “**Application Information**” section as follows:

- **Interest Level** - Select your level of interest for the position you applied for or would like to obtain.
- **Did you contact this employer?** - Select “yes” if you contacted or attempted to contact the employer.
- **First Contacted Employer Representative** - Enter the date you contacted or attempted to contact the employer.
- Enter “**Your current status for this job**” (optional) by selecting the option that best fits this work search activity.

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Application Information

*Your interest level for this job:

*Did you contact this employer? ☒ Yes ☐ No

*First Contacted Employer Representative: [Sun Mon Tues Wed Thu Fri Sat](#)

Your current status for this job:

<input type="checkbox"/> Applied for Job	<input type="text" value="mm/dd/yyyy"/> Sun Mon Tues Wed Thu Fri Sat
<input type="checkbox"/> Scheduled First Interview	<input type="text" value="mm/dd/yyyy"/> Sun Mon Tues Wed Thu Fri Sat
<input type="checkbox"/> Attended First Interview	<input type="text" value="mm/dd/yyyy"/> Sun Mon Tues Wed Thu Fri Sat
<input type="checkbox"/> Hired (Start Date)	<input type="text" value="mm/dd/yyyy"/> Sun Mon Tues Wed Thu Fri Sat
<input type="checkbox"/> Not Hired or Refused Offer (Notify Date)	<input type="text" value="mm/dd/yyyy"/> Sun Mon Tues Wed Thu Fri Sat
<input type="checkbox"/> Job Termination (Last Day)	<input type="text" value="mm/dd/yyyy"/> Sun Mon Tues Wed Thu Fri Sat

Acceptable Work Search Activities

The list below includes examples of valid worksearch activities for claimants receiving PUA benefits. Read below to see how to enter these activities into the PUA portal when filing your weekly claim.

- Applying for a job with former employers;
- Applying for a job with employers who have or may reasonably be expected to have openings suitable to the claimant;
- Making contacts or in-person visits to employers that have, or are reasonably expected to have, job openings;
- Responding to appropriate “want ads” for work which appears suitable to the claimant;

- Going on interviews with employers (virtually or in-person);
- Registering and continuing active checking with the claimant's union hiring or career placement facility;
- Registering with a career placement facility connected with a professional organization in the claimant's field;
- Registering with a job placement facility of a school, college, or university;
- Registering for suitable work with a private employment agency or an employer's placement facility;
- Registering with a temporary work agency;
- Applying for or taking an exam for an opening in government civil service;
- Creating a reemployment plan;
- Creating a resume;
- Uploading a resume to online job boards;
- Registering for work with Arizona Job Connection (AJC);
- Documented use of online career tools;
- Logging on and looking for work in AJC or another online job matching system;
- Using reemployment services at an [ARIZONA@WORK location](#), or completing similar online or self-service activities (e.g. obtaining and using labor market and career information, participating in Reemployment Services and Eligibility Assessment (RESEA) activities, participating in skills assessment for occupational matching, instructional workshops, or other specialized activities);
- Following through on job referrals or job development attempts, as directed by state workforce or UI staff;
- Applying for and/or participating in employment and training services provided by partner programs at an [ARIZONA@WORK location](#);
- Creating a personal user profile on a professional networking site;
- Participating in work-related networking events (e.g. job clubs, job fairs, industry association events, networking groups, etc.).

In addition to the above, PUA claimants who were self-employed prior to their unemployment that was a direct result of COVID-19 can complete the following activities:

- Reporting documented efforts to expand their business beyond the services typically performed, including attending a webinar or workshop to develop business-related skills or to learn a new marketable trade;
 - Reporting documented efforts to market their business to new and reasonably available customers, including submitting bids or proposals or making cold calls to former or potential clients;
 - Accessing small business services with the Arizona Commerce Authority.
-

Logging Other Work Search Activities and Online Events

Use these instructions If you did not apply for a job, but did complete another approved work search activity, such as attending a job fair, employment workshop or networking event. (A full list of acceptable work search activities is listed above and on des.az.gov/work-search.)

If you...

Registered and/ or actively checked with the claimant's union hiring or career placement facility;

Registered with a career placement facility connected with a professional organization in your field;

Registered with a job placement facility of a school, college, or university;

Registered for suitable work with a private employment agency or an employer's placement facility; or

Registered with a temporary work agency;

- In the “**Employer Information**” section, enter the name and address of the union, facility, agency, school, college, or university.
- In the “**Contact Information**” section, enter the information of the person with whom you spoke.
- In the “**Job Title**” section, enter the name of the position you are trying to obtain.
- In the “**Application Information**” include:
 - Interest Level - Select your level of interest for the position you are trying to obtain.
 - Did you contact this employer? - Select yes if you attempted to contact or made contact with a representative.
 - First Contacted Employer Representative - Enter the date you first attempted to contact or made contact with the representative.
 - “Your current status for this job” is optional.

If you applied for or taking an exam for an opening in government civil service:

In the “**Employer Information**” section, enter the name and address of the agency you applied or tested with.

In the “**Contact Information**” section, enter the contact information for the agency representative with whom you are working.

In the “**Job Title**” section, enter the job title of the position for which you applied or tested.

In the “**Application Information**” include:

- Interest Level - Select your level of interest for the position for which you applied or tested.
 - Did you contact this employer? - Select “yes” if you submitted an application or completed a test.
 - First Contacted Employer Representative - Enter the date you first attempted to contact or made contact with the representative.
 - “Your current status for this job” is optional.
-

If you created a reemployment plan:

In the “**Employer Information**” section, enter “Reemployment Plan” and your own address.

In the “**Contact Information**” section, enter your own contact information.

In the “**Job Title**” section, enter the position you are planning to attain.

In the “**Application Information**” include:

- Interest Level - Select your level of interest for the position you are planning to attain.
 - Did you contact this employer? - Select “yes” if you completed a redeployment plan.
 - First Contacted Employer Representative - Enter the date you completed your reemployment plan.
 - “Your current status for this job” is optional.
-

If you created a resume:

In the “**Employer Information**” section, enter “Resume” and your own address.

In the “**Contact Information**” section, enter your own contact information.

In the “**Job Title**” section, enter the position you are planning to attain.

In the “**Application Information**” include:

- Interest Level - Select your level of interest for the position you are planning to attain.
- Did you contact this employer? - Select yes if you completed a resume.

- First Contacted Employer Representative - Enter the date you completed your resume.
 - “Your current status for this job” is optional.
-

If you...

Uploaded a resume to online job boards;

Documented use of online career tools; or

Creating a personal user profile on a professional networking site

In the “**Employer Information**” section, enter the name of the online job board, career tool, or networking site, and your own address.

In the “**Contact Information**” section, enter your own contact information.

In the “**Job Title**” section, enter the position you are planning to attain.

In the “**Application Information**” include:

- Interest Level - Select your level of interest for the position you are planning to attain.
 - Did you contact this employer? - Select yes if you uploaded a resume, used an online career tool, or created a personal profile.
 - First Contacted Employer Representative - Enter the date you completed your resume, used the online career tool, or created your personal profile.
 - “Your current status for this job” is optional.
-

If you...

Registered for work with Arizona Job Connection (AJC); or

Logged in and looked for work in AJC or another online job matching system

In the “**Employer Information**” section, enter “Arizona Job Connection” or the name of the online job matching system you used, and your own address.

In the “**Contact Information**” section, enter your own contact information.

In the “**Job Title**” section, enter the position you are planning to attain.

In the “**Application Information**” include:

- Interest Level - Select your level of interest for the position you are planning to attain.
- Did you contact this employer? - Select yes if you registered with AJC or the job matching system.
- First Contacted Employer Representative - Enter the date you registered with AJC or the

- job matching system.
 - “Your current status for this job” is optional.
-

If you...

Applied for and/or participated in employment and training services provided by partner programs at an [ARIZONA@WORK location](#); or

Used reemployment services at an [ARIZONA@WORK location](#), or completed similar online or self-service activities (e.g. obtaining and using labor market and career information, participating in skills assessment for occupational matching, instructional workshops, or other specialized activities)

In the “**Employer Information**” section, enter “ARIZONA@WORK” and either the address of the ARIZONA@WORK location you accessed, or your own address if you completed the activity online.

In the “**Contact Information**” section, enter your own contact information. If you completed the activity online, enter the website you used to access the activity.

In the “**Job Title**” section, enter the position you are planning to attain.

In the “**Application Information**” include:

- Interest Level - Select your level of interest for the position you are planning to attain.
 - Did you contact this employer? - Select yes if you completed employment, training, or reemployment services.
 - First Contacted Employer Representative - Enter the date you completed the services.
 - “Your current status for this job” is optional.
-

If you participated in work-related networking events (e.g. job clubs, job fairs, industry association events, networking groups, etc.):

In the “**Employer Information**” section, enter “Networking Event” and the address where the event took place. If you attended virtually, enter your own address.

In the “**Contact Information**” section, enter your own contact information and the website address if you attended virtually.

In the “**Job Title**” section, enter the position you are planning to attain.

In the “**Application Information**” include:

- Interest Level - Select your level of interest for the position you are planning to attain.
 - Did you contact this employer? - Select yes if you attended a networking event.
 - First Contacted Employer Representative - Enter the date you attended the event.
 - “Your current status for this job” is optional.
-

If you were self-employed prior to your unemployment that was a direct result of one of the COVID-19 reasons listed in Section 2102 of the CARES Act, you are able to complete one of the following activities. You can fill out the work search information for these activities as follows.

If you accessed small business services with the Arizona Commerce Authority (ACA):

In the “**Employer Information**” section, enter “Arizona Commerce Authority” and the address will automatically populate.

In the “**Contact Information**” section, enter your own business information.

In the “**Job Title**” section, enter the title of your position at your business.

In the “**Application Information**” include:

- Interest Level - Select your level of interest in the services provided by the ACA.
 - Did you contact this employer? - Select “yes” if you made contact with the ACA.
 - First Contacted Employer Representative - Enter the date you contacted the ACA.
 - “Your current status for this job” is optional.
-

If you attempted to expand your business beyond the services typically performed, including attending a webinar or workshop to develop business-related skills or to learn a new marketable trade:

In the “**Employer Information**” section, enter your own business information.

In the “**Contact Information**” section, enter the name of the webinar or workshop you attended. If it was online, enter your own contact information and the website of the workshop or online webinar. If it was in person, enter the address of the in person workshop.

In the “**Job Title**” section, enter the title of your position at your business.

In the “**Application Information**” include:

- Interest Level - Select your level of interest in the activity you completed.

- Did you contact this employer? - Select yes if you completed one of the above activities.
- First Contacted Employer Representative - Enter the date you completed the activity.
- “Your current status for this job” is optional.

If you marketed your business to new and reasonably available customers, including submitting bids or proposals or making cold calls to former or potential clients:

In the “**Employer Information**” section, enter your own business information.

In the “**Contact Information**” section, enter the name and address of the customer or client you contacted.

In the “**Job Title**” section, enter the title of your position at your business.

In the “**Application Information**” include:

- Interest Level - Select your level of interest in the customer or client you contacted.
- Did you contact this employer? - Select “yes” if you contacted a customer or client.
- First Contacted Employer Representative - Enter the date you contacted the customer or client.
- “Your current status for this job” is optional.

Completing your Weekly Claim

Next, indicate whether or not you refused a job offer during the week, then click “next.”

Your Job Offers - Refused

* Des, did you refuse any job offers during the week beginning Sunday, May 16, 2021 and ending Saturday, May 22, 2021? ☐ Yes ☐ No

This includes any part-time or full-time job offer even if you feel this was not a suitable position for you.

IMPORTANT: The law says you could be **disqualified from receiving unemployment benefits** and you will have to pay back any benefits received if you refuse to accept suitable work when offered. You will not have the opportunity to modify your answers once finally submitted.

Please note that an employer may notify the State if you refuse to accept suitable work from them.

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Indicate if you earned any income over the week.

Your Earnings - Work Activity

***Des, did you work (full or part-time) or earn wages during the week beginning ☐ Yes ☐ No Sunday, May 16, 2021 and ending Saturday, May 22, 2021?**

This includes all wages such as regular pay, commissions and tips, vacation or holiday pay, potential earnings, or any other payment based on your work.

IMPORTANT: If you worked at all in the week beginning Sunday, May 16, 2021 and ending Saturday, May 22, 2021 you must report ANY earnings. If you did not work or earn wages during the week, you must report "No".


Please note that Arizona's Pandemic Unemployment Assistance Portal now immediately cross checks the answers you provide against several databases. If you provided an answer that you did not work or earn wages during the week beginning Sunday, May 16, 2021 and ending Saturday, May 22, 2021 you could be **disqualified from receiving unemployment benefits** for the week. You will not have the opportunity to modify your answers once finally submitted.

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Next, review a summary of the answers you provided and double-check to ensure that everything is accurate. If it is, hit "Next" to complete and submit your weekly claim.

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Please verify the information below.
To complete your certification for the week beginning Sunday, May 16, 2021 and ending Saturday, May 22, 2021, check the box below.

Weekly Certification Filing Process

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WARNING: FURNISHING FALSE INFORMATION OR WITHHOLDING ANY MATERIAL INFORMATION MAY RESULT IN DISQUALIFICATION FROM RECEIVING PANDEMIC UNEMPLOYMENT ASSISTANCE IN ARIZONA AND MAY RESULT IN CRIMINAL PROSECUTION FOR FRAUD.

Summary of COVID-19 Public Health Emergency Information

My unemployment for the week is a direct result of the following circumstance.

I acknowledge that I understand that making the certification is under penalty of perjury and intentional misrepresentation in self-certifying that I may fall in one or more of these categories is fraud.

[[Change COVID-19 Public Health Emergency Information](#)]

You are self-employed (including an independent contractor and gig worker) and have experienced a significant reduction of your customary or usual services because of the COVID-19 Public Health Emergency.

Yes, I understand.

Summary of Eligibility Review Answers

During the week beginning Sunday, May 16, 2021 and ending Saturday, May 22, 2021:

Other than for reasons that were the direct result of the COVID-19 Public Health Emergency, were you able and available to go to work during the week?

Yes

NOTE: If you did not log at least 4 different work search activities on 4 DIFFERENT days, you will see a message stating "You have not satisfied the job search requirement for continued

claims.” Here you will need to enter the reason why you did not complete your work search requirements. This reason will not exempt you from the work search requirement.

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Weekly Certification

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Inadequate Job Search

You have not satisfied the job search requirement for continued claims.

*** Please provide a detailed statement describing the conditions that caused you to be unable to satisfy the job search requirement.**

Please include the following:

- 1. Detailed reason why you were unable to satisfy the requirement.**
- 2. How you plan to meet the requirement in future weeks.**

After submitting your weekly claim, you can review “What to Expect Next” and click “Exit Weekly Certification” or “Continue” to navigate other areas in the PUA portal.

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What to Expect Next

Thank you for submitting your Weekly Certification. Based on our records, your expected payment status for this Payment Period is:

You should expect to be paid this week..

You can contact the claim center at 1 (877) 600-2722 if you have questions.

Claim Status

For more information about Arizona's Work Search requirements, please visit <http://des.az.gov/work-search>.